

CITY OF NEWPORT BEACH  
SPECIAL EVENTS ADVISORY COMMITTEE MEETING  
Planning Conference Room  
December 9, 2009  
8 a.m.

X – In attendance

A - Absent

**Members**

X	Laura Davis, Fashion Island	X	Marshall Topping, Topping Events, Inc.
A	Janis Dinwiddie, Dinwiddie Events	A	Judith Brower Fancher, Brower, Miller & Cole
X	Kim Severini, Visit Newport Beach, Inc.	X	Kirwan Rockefeller, U.C. Irvine
A	*Jim Donnell, Citivest, Inc.		

\*Jim Donnell resigned from the committee due to personal obligations.

**Guest Present**

Jordan Goldberg, Toshiba Classic/Hoag Hospital

**Staff Present**

Leigh DeSantis, City of Newport Beach, Economic Development Administrator

Loretta Walker, Visit Newport Beach Inc, Director of Administration as Recording Secretary

**Call to Order**

Laura Davis welcomed everyone and called the meeting to order at 8:08 a.m.

**Review and Approve Minutes**

Ms. Davis asked for a motion to approve the minutes of the November 12, 2009 meeting.

Kirwan Rockefeller made the motion and Marshall topping seconded. The minutes were unanimously accepted.

**Review of Criteria for Funding and discussion of Application Form and Process**

- The event process summary and special events application form were reviewed by committee members and suggested changes will be made. As soon as the process is approved, the committee can start accepting applications.
- The complete funding process will take about five months. This is a general timeframe which will let the applicant know what to expect and to give the committee and City plenty of time to complete the process. It was suggested that the process and timeline be posted and accessible to the public.
  - The applicant will be given 30 days to prepare and submit an application for funding.
  - Approximately 90 days for the committee to review as a group and then meet with the applicants individually.
  - Request on the docket for City Council. Committee members may need to attend a City Council study session for more clarification on certain applications.
  - Approval of funding from City Council.
  - Request for check is given to administration.

**Prior to the Next Meeting**

- Leigh DeSantis will make the changes to the application and process that the committee members decided on and send the corrected application to all members.
- Each member will review the application form and determine a point system on a scale of 1-100 for each question or category and decide on the weighted value it should receive.
- Ms. DeSantis will check with the City's IT department to determine the turn-around time to have the application available online in pdf form to be printed out or submitted online for accessibility to all committee members.
- Ms. DeSantis will speak to the City Attorney regarding any propriety information that needs to be addressed regarding an online application.

**Comments from the Public**

There were no comments from the public.

**Next Meeting Date**

The next meeting is scheduled for January 13<sup>th</sup> at 8 a.m. at Visitors Bureau.

**Adjourn**

The meeting was adjourned at 9:26 a.m.

Respectfully submitted by

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Loretta Walker,  
Recording Secretary